Job Description

Job Title: Graduate Teaching Assistant (0.187FTE)
Grade: 6
Financial Package: £14,777 per annum, together with a UK/EU fee waiver
Department: Leicester Law School
Contract: Four Year - fixed term contract
Job Reference:

Role Purpose:

About Graduate Teaching Assistants

Graduate Teaching Assistantships allow you to fund your PhD study through part-time teaching work with the University. The Graduate Teaching Assistant (GTA) is responsible to the Head of Department and is expected to undertake teaching-related duties as required within the Department, not normally exceeding the equivalent of seven contact hours per week during term time.

The GTA facilitates student participation in their learning through tutorials and seminars geared towards effective development of knowledge and the application of principles set out in lectures and module materials.

The GTA contributes to the Department’s research environment, in addition to pursuing their own PhD research.

Funding for this post is available for four years. Appointment to the post is subject to formal confirmation that you are registered, and continue to be registered for the duration of your post as a full-time student with the University of Leicester.

Principal Responsibilities

- You will undertake teaching, and other activities supporting the work of the Department and in so doing will aid in developing and enhancing both its internal and external reputation.
- To be available for consultation by campus based students both by email and during appropriately specified office hours.
• To ensure that student feedback on teaching is sought in accordance with School policy, through questionnaires and other means, and to respond constructively to such feedback and to advice from peers.

• To undertake academic duties (e.g. marking and providing feedback to undergraduate students on assessed work, to provide pastoral support to students, exam invigilation) required to sustain the delivery of high quality teaching.

• To maintain broad knowledge of up-to-date teaching and scholarship in relevant fields to ensure that teaching meets the standards expected within a research-led University.

• To pursue doctoral research of high quality in the relevant field.

• To disseminate the results of teaching and scholarship, e.g. through presentation in the teaching seminar series in the Department.

• To contribute fully to the teaching culture of the Department through attendance and participation in staff meetings and seminars, internal seminars and workshops, PhD seminars, and other means, as appropriate.

**Qualifications, Knowledge and Experience**

**Essential**

- UK undergraduate (Bachelors) degree in Law, or with a specialisation in Law, with at least first class or upper second class honours or an equivalent qualification from a recognised overseas institution, and should normally have completed, or be about to complete a Masters course in law or a related discipline, with an average mark above 60% in the course and at least 65% in the dissertation.

- Outstanding promise of teaching/research achievement

- Teaching/Research interests in one or more of the research themes covered by Department staff*

**Desirable**

- Teaching/Research experience

**Skills, Abilities and Competencies**

**Essential**

- Proven competency in academic subject
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- High level of proficiency in English, sufficient to undertake teaching and administrative activities utilising English Language materials and to communicate effectively with staff and students
- Evidence of good effective oral communication, presentation and training skills
- Ability to work independently as well as part of a team on teaching related activities.
- A commitment to high quality teaching
- Proven competency in IT and familiarity with a computerised environment

Working Hours

You will be contracted to work 364 hours in a 12 month period.

This equates to a nominal 7 hours per week, which will be scheduled by the department to reflect the operational requirements.

Your total working weekly hours must be within the Senate Regulations.
http://www2.le.ac.uk/offices/sas2/regulations/senate-regulations

Students on an international Tier 4 Visa must adhere to their legal obligations as a visa holder.

Equality and Diversity:
The University of Leicester is committed to positively advancing equality of opportunity. We participate in a number of equalities initiatives which celebrate good employment practice for the advancement of diversity and equality. These include the Stonewall Workplace Equality Index, the Race Equality Charter and Athena Swan (for which we are currently Bronze award holders). We are proud to be selected as one of only ten Universities internationally to be an impact champion for HeForShe, a global solidarity movement for gender equality. We also have a number of staff equality fora who champion the advancement of equalities for diverse groups. To find out more please visit the Equalities webpage.